



King County
HEALTH CARE ASSISTANT (WIC)
PUBLIC HEALTH- SEATTLE & KING COUNTY
Community Health Services Division/Downtown Public Health Center
Hourly Rate Range \$15.35- \$19.46
Job Announcement No: 04MH4657
OPEN:10/11/04 CLOSE: 10/22/04

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **Contact Antwinett O. Lee** at 206-205-6157 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed. Application materials may be faxed to (206)205-5430.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: *Downtown Public Health Center, 2124 4th Avenue, Seattle, WA 98121*, and 2 days per week at Mobile WIC, 1916 Boren, Seattle.

WORK SCHEDULE: This career service position is budgeted at 1.0 FTE, 40 hours per week. This position is overtime eligible. Work hours will be Monday through Friday, 8 hours per day, between 8 AM and 7 PM; some rotating evenings and weekends. This position will be based out of the Downtown Public Health Center Office with 3 days per week at Downtown Public Health Center, 2124 Fourth Avenue, Seattle, and 2 days per week at Mobile WIC, 1916 Boren, Seattle.

PRIMARY JOB FUNCTIONS: This position partners with nurses, nutritionists, social workers and other clinic staff to provide services to clients in the WIC and Maternity Support Services programs. Responds to inquiries and screens and interviews clients from diverse populations. Schedules a high volume of client appointments each month and determines the type of appointment and provider needed. Uses established protocols to evaluate intake data for health and nutrition risk factors and program eligibility and make referrals. Obtains accurate anthropometric measurements for adults, infants, and children. Issues WIC checks. Provides individual and group nutrition education under the direction of a nutritionist according to program guidelines. Documents services given in both a computerized documentation system and in medical records. Assists in other clinic and outreach duties. Work is performed in a busy, high volume clinical setting; reliable attendance is essential to ensure client services and maintain caseload. This position also visits clients out of the traditional clinical setting and works independently at Drug Treatment Centers, in transitional housing and in homeless shelters, in the home, and ~~works independently~~ in an off site clinic one day a week.

QUALIFICATIONS:

- Skilled in providing direct client services in a health care setting, preferably WIC and/or Maternity Support services.
- Thorough knowledge of the WIC program and the relationship with MSS within the Public Health Department-

- Skilled in working with an especially high risk and vulnerable population, and have knowledge and demonstrated ability to work with partners, both internal Public Health partners and Community partners. Willingness to work with pregnant and parenting women seeking drug and alcohol treatment is essential.
- Knowledge of basic nutrition theory and practice, behaviors and practices to achieve and maintain good health, human development and life sciences equivalent to college-level course work, and the ability to apply this knowledge in working with clients to make positive changes in health behaviors.
- Knowledge of medical terminology, asepsis and universal precautions, including clinical procedures.
- Knowledge of health and social services and resources in Seattle and King County.
- Demonstrated ability in problem solving and client interviewing skills, documentation and record-keeping skills.
- Skilled in organizing, leading, and facilitating group discussion sessions.
- Demonstrated ability to refer patients for birth control, STD, HIV/AIDS, and pregnancy options related education.
- Computer skills including proficiency with Windows and the ability to use drop down menus, point and click software, and multiple screens. Must be able to enter data with a high degree of accuracy.
- Skilled in maintaining good interpersonal interactions with clients and co-workers while working effectively as a member of a multi-disciplinary public health team, with a diverse multi-cultural population.
- Demonstrated ability to maintain and establish working relationships with community resources.
- Skilled in multi-tasking and meeting deadlines while working in a fast-paced environment with defined time constraints.
- Excellent verbal and written communication skills.
- Must be able to travel within King County to locations that may have limited access to public transportation.

DESIRED QUALIFICATIONS:

- Bilingual English and Spanish.
- Ability to complete Washington State WIC paraprofessional competencies within 6 months of hire.
- Knowledge and skill in Public Health practice.
- BS in nutrition or AA in Dietetic Technology preferred.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time
- Must be able to lift and lower a child weighing up to 35 pounds onto a surface above 4 feet high.

UNION MEMBERSHIP: This position is represented by Local 17.

SEQUENCE NUMBER: 80-8354-4132